

**Solicitation for US Personal Service Contractor (PSC):
Senior HIV/AIDS Technical Advisor
USAID/Jamaica**

- 1. SOLICITATION NO.:** 532-09-001
- 2. ISSUANCE DATE:** May 8, 2009
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 1, 2009
- 4. POSITION TITLE:** Senior HIV/AIDS Technical Advisor
- 5. MARKET VALUE:** GS-14 (\$83,445-\$108,483). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
- 6. PERIOD OF PERFORMANCE:** Two years
- 7. PLACE OF PERFORMANCE:** Kingston, Jamaica
- 8. SECURITY CLEARANCE REQUIREMENT:** The selected applicant shall be required to obtain a secret level security clearance as a pre-condition for employment.
- 9. MEDICAL CLEARANCE:** The selected applicant and any eligible family members who will accompany the applicant to post shall be required to obtain a Department of State Medical clearance to live and/or work in Jamaica as a pre-condition for employment and/or residence in this position.

10. STATEMENT OF WORK:

Introduction:

Jamaica is a lower middle income country that has experienced modest long-term growth over the past several decades. The United Nations Development Program's Human Development Report for 2007/2008 places Gross Domestic Product in Jamaica at \$4,291 and ranks the country 101 out of 177 on the Human Development Index scale. Life expectancy is 72 years and is comparable to many developed nations. Primary and junior school enrollment is near universal. The incidence of poverty among the general populace has been on the decline for the past ten years reaching a low of 19% in 2003 down from 30% in 1990. The infant mortality rate fell from 63 per 1,000 births in 1990 to 43 per 1,000 births in 2007 and the maternal mortality ratio declined from 430 per 100,000 in 1990 to 400 per 100,000 in 2007.

Despite progress on the social front, Jamaica lags behind on several governance and economic related indicators. In the World Economic Forum's *Global Competitiveness Index* - a broad measure of both future economic growth prospects and the effectiveness with which countries utilize existing physical and human capital resources - Jamaica ranks 78th, well below Puerto Rico's 36th and Barbados' 50th ranking. On the World Bank Governance Indicators for 1996-2007, Jamaica ranks well below the Caribbean average in *Voice/Accountability, Political Stability, Government Effectiveness, Regulatory Quality, Rule of Law and the Control of Corruption*. According to Transparency International's *2008 Corruption Perception Index (CPI)*, Jamaica's rank continues to fall, placing 96th out of 180 countries with a 3.1 score compared to 86th position in 2006.

Although Jamaica has achieved near universal primary and secondary enrollment in education, these advances have been largely overshadowed by the relatively poor performance of students. Lack of education is perceived to be a major driver of crime and political instability within the country.

In respect to the HIV/AIDS epidemic in Jamaica, there is a need to consolidate gains and prevent backsliding. The low prevalence rate of 1.3% in public sector antenatal clinic attendees tends to be low as compared to other countries; however, the 9% incidence rate among commercial sex workers suggests high concentrations of the epidemic among at-risks populations. Complicating the situation is the fact that almost 60% of the persons with HIV/AIDS do not know their status and the multiple concurrent sexual partners of both men and women.

USAID/Jamaica's strategy period ends September 2009. The 2010 Mission Strategic Plan outlines the top USG priorities as supporting anti-corruption, transparency, and good governance, promoting economic prosperity and sustainable development, and countering organized illicit activities, including narcotics trafficking. To date, U.S. foreign assistance to Jamaica also has supported domestic and international security, law enforcement, education, family planning, and HIV/AIDS.

PROPOSED PARTNERSHIP FRAMEWORK MODEL

The Concept paper submitted to the Office of the Global AIDS Coordinator in September 2008 states inter alia

‘To enable Caribbean governments and regional entities to reduce HIV/AIDS incidence and prevalence by effectively leading and managing a more robust response to the region’s epidemic, the USG Inter-Agency Regional Caribbean team is proposing that a **Technical Support Regional Partnership Framework** be established. Our shared USG-Caribbean approach under this proposed **Partnership Framework** will be to off-set the highly vulnerable Caribbean context with focused technical assistance, mentoring, and capacity building of persons and health systems.

We envision the Caribbean partners to this Framework to include a triad of selected countries, regional entities mandated to address HIV/AIDS, and local non-governmental organizations. The Caribbean Regional Partnership Framework would involve the following countries: **Barbados, Bahamas, Belize, Jamaica, Trinidad and Tobago, Suriname**, and the following six Eastern Caribbean States: **Antigua and Barbuda, Dominica, Grenada, St Kitts and Nevis, Saint Lucia, and St Vincent and the Grenadines.**¹

A full partnership with these countries’ public sector entities responsible for implementing national HIV/AIDS programs – such as Ministry of Health National AIDS Programs – and host country government entities responsible for coordinating the National HIV response – such as National AIDS Commissions – will be essential for successful outcomes under this proposed Regional Technical Support Partnership Framework. And, we cannot state strongly enough the important contribution to achieving this proposed Framework’s objectives to be made by partnering with **local Caribbean non-governmental organizations (NGOs)** working to address HIV/AIDS in each of these selected countries.

A third, and very important dimension of our proposed partnering model is the leadership and coordination role that will be played by the three Caribbean regional entities mandated by the member nations of the **Caribbean Community (CARICOM)** and **Organization of Eastern Caribbean States (OECS)** to address the region’s HIV/AIDS epidemic: CARICOM’s **Pan Caribbean Partnership against HIV/AIDS (PANCAP)**, the OECS’ **HIV/AIDS Project Unit (HAPU)** and the **Caribbean HIV/AIDS Regional Training Network (CHART)**. **PANCAP is envisioned as the lead Caribbean regional entity under this proposed Partnership Framework.**

The USG has important relationships with the Ministries of Health and National AIDS bodies in each of the above-selected Caribbean countries. And, each of the six USG Agencies joining to work under this proposed Framework also has strong, longstanding partnerships with some or all of the regional entities mandated to address the Caribbean’s HIV/AIDS epidemic: CARICOM/PANCAP, OECS/HAPU and CHART. Because success in meeting regional strategic objectives is dependent upon successful implementation of Caribbean national level HIV/AIDS strategic plans, our proposed Partnership Framework must also include bilateral arrangements. For concrete, measurable impact under this Partnership Framework, substantial funding and technical assistance must go to the bilateral level.’

Situational Analysis

At an estimated 1.6%, the HIV/AIDS epidemic in Jamaica has features of both a low-level generalized epidemic and a concentrated epidemic. For example, Jamaica has an HIV prevalence rate of 1.3% in public sector antenatal clinic attendees but 9% among commercial sex workers (prostitutes) and an estimated 25-30% among men who have sex with men (MSM). According to sentinel surveillance, there has been no significant change in HIV prevalence among the general population over the last decade. This is quite remarkable in a country that has all of the main risk factors for an explosive epidemic including: sexual debut at an early age (often forced); multiple concurrent sex partners for both men and women; high rates of commercial, transactional and cross-generational sex, and extreme stigmatization of homosexuality making MSMs very hard to reach.

It is estimated that 2/3 of those infected with HIV do not know their status. The highest rate of growth in transmission is among youth aged 10-19. Counterbalancing these factors is a relatively high rate of condom use at last sexual encounter (53% among women; 67% among men). Yet, there has been little change in reported safer sexual behaviors in the past 10 years. In sum, the HIV situation in Jamaica reflects either a major success story (particularly as it relates to condom use) or a serious problem with the statistics. A recent assessment concludes that it is probably a bit of both. For example condom use is indeed high; however, little progress has been made on abstinence among youth or fidelity to one partner. These high risk behaviors are widespread and there is some suspicion that gaps in the sentinel surveillance system lead to underreporting of the true magnitude of the epidemic.

Assistance Approach for Jamaica HIVAIDS program as outlined in the Country Strategy (2010-2015)

The goal for the next 5 years is to reduce HIV prevalence among the most at-risk groups. This will be achieved by building on the USG (specifically USAID's) comparative advantage in prevention and by integrating a strong focus on both reducing denial and stigma, and on gender, as these are all critical to an effective prevention response. Success will hinge upon prioritizing prevention and treatment for high risk but neglected groups, such as MSMs, as opposed to the general population and upon the willingness of government and civil society to broach taboo subjects such as transactional sex, intergenerational sex, and multiple concurrent sexual partners. There remains a paucity of information about the underlying factors associated with high risk behaviors, and these gaps would need to be filled to craft an effective, nonjudgmental public health approach to HIV prevention. Further, the prevalence of HIV/AIDS among the uniformed services is unclear as are policies for testing troops and addressing the needs of those who are seropositive. Anthropological studies, ideally population-based behavioral studies with linked HIV seroprevalence measurement, would complement the national sentinel surveillance system and provide the data to underpin effective prevention messages and services. The Centers for Disease Control would be ideally suited to strengthen both national surveillance and conduct specific studies. The Department of Defense would be an important partner in integrating prevention, testing and treatment approaches for the uniformed services into the national program.

USAID/Jamaica can make a real difference to the Jamaican national response by continuing to contribute to enhancing the civil society response. This is particularly necessary as other International Development Partners (IDPs), are paying minimal attention to civil society organizations and NGO strengthening for key HIV/ AIDS organizations. This should include administrative, financial and program strengthening for faith-based and civil society organizations, including working towards sustainability through the ability to apply for and manage sub grants from the Global Fund. Furthermore, support for a coordinated private sector response to HIV/AIDS to eliminate stigma and discrimination as well as work with other donors to consolidate the Ministry of Health's monitoring and evaluation system and improve data for decision making are key areas where USAID can make a difference.

USAID/Jamaica

USAID/Jamaica comprises two offices, the Office of the Director and the Office of Sustainable Development (OSD). The Offices are made up of eighteen staff members, with daily operations and program implementation supervised by the USAID Mission Director, the Director of OSD and the General Development Officer/Deputy Director of OSD. The remaining Jamaica FSN staff includes six Program Specialists in the areas of Education, Business Development, Health, Rural Development, Democracy and Governance, Caribbean Center for Excellence in Teacher Training complimented by a Communications Specialist and one Budget Specialist. The technical staff is supported by one Acquisition Specialist, one HR/Administrative Specialist, One Program Management Assistant, one Administrative Assistant a Computer Management Specialist, a Secretary and an Administrative Clerk.

Role and Responsibility of Senior HIV/AIDS Technical Advisor

The incumbent will serve as part of USAID's two-person HIV/AIDS strategic objective team, members that includes one Project Management Specialist and the other CDC HIV/AIDS Program Officer HIV Surveillance bringing his or her specialized training, skills, and experience to the successful implementation of the USG's Caribbean Regional Partnership Framework in Jamaica in coordination with 14 Caribbean territories, and characterized by complex institutional arrangements. The technical advisor will provide USAID/ Jamaica with expert-level input for implementing its HIV/AIDS strategy. The incumbent will work under the overall administrative supervision of the USAID Mission Director, with the programmatic leadership of the PEPFAR Co-ordinator located in Barbados. The incumbent ensures scientifically sound analysis of the epidemic and assists the Caribbean Regional Technical Support Framework priority countries to develop programs that are scientifically sound and incorporates US Government and specifically USAID policies and lessons learned. The incumbent serves in a senior policy and management level position in terms of liaising and linking USAID assistance to other USAID assistance in the region being implemented in the Caribbean Regional Partnership Framework including Haiti and Guyana as well as with other US Government agencies including the Centers for Disease Control, which is a key USAID partner in the region, the US Department of State, US Department of Defense Southern Command, Peace Corps. The incumbent also guides and further develops the Jamaica program within the context of regional activities to address the most important epidemiological needs, focusing on the most at-risk populations and cross-border activities.

She/he is responsible for liaising with all partner organizations including other bilateral and multilateral donors including the Global Fund and coordinating USAID/Jamaica programs and approaches with those being pursued by other donors and regional bodies both locally and regionally. He/she works with senior officials of health organizations in Jamaica and the Caribbean Regional Partnership Framework countries, assisting them in the identification of specific development objectives, resource requirements, and assists them in securing technical assistance when needed. A key function of this Personal Services Contractor will be to draw upon his/her expertise in HIV/AIDS matters and broad knowledge of the USG and other international initiatives, resources and institutions to help USAID/Jamaica and its cooperating regional and national counterparts access the full range of technical advice and assistance.

Roles and Functions:

Maintain a high degree of knowledge of the current epidemiology of HIV and AIDS in the Caribbean and the political, social, and cultural context within which USAID's strategy needs to be implemented.

Keep abreast of analyses and developments in the fields of HIV/AIDS planning, management, and training within the region and in the United States and elsewhere globally, drawing applicable lessons for application to effective implementation of USAID/ Jamaica activities.

Ensure that USAID's program operates within the USG guidelines for use of earmarked HIV funding and that the strategy is fulfilling both USAID and USG annual reporting requirements, including adequate and technically sound results monitoring and evaluation.

Provide USAID/Jamaica team knowledge of and access to HIV/AIDS-related programs, policies, personnel and organizations in the U.S.G. and elsewhere in the United States that could enrich our programming in the region.

Serve as a contact for USAID/Jamaica with U.S.G. agencies implementing HIV/AIDS programs in the region, such as the Office of the Global AID Coordinator, Department of Defense, the Department of Labor, the Department of State, and most notably, the Centers for Disease Control, a critical regional partner for USAID, and support a coordinated, multi-agency approach across cooperating agencies.

Relates USAID's priorities and capabilities to those of other donors in assessing overall requirements in the sector. Stimulates contacts and collaborative arrangements among donor agencies and host country organizations best suited to assist with particular development needs. Provides assistance, particularly to non-presence and basic countries in obtaining funding from other sources, especially the Global Fund for AIDS, TB and Malaria (GFATM).

Work with other USAID bilateral missions in Jamaica to share lessons learned and strategic approaches, contributing to maximum effectiveness of USAID funds across the region.

Expand contact and linkages with key Caribbean regional organizations (e.g., CARICOM and the OECS) to ensure that USAID/Jamaica's strategy that is embedded in the Caribbean Regional Partnership Framework Strategy directly supports the policies and programs of these counterparts.

Serve as the Cognizant Technical Officer for selected implementation mechanisms of USAID/Jamaica HIV/AIDS program.

Supports the development of and influences regional policies as they relate to HIV and AIDS by working in close partnership with Caribbean and donor counterparts.

Keeps abreast of analyses and developments in the fields of HIV/AIDS planning, management and training within the region and with similar research in the United States and other countries.

Supervises, guides, and assists with the preparation of required program and project documentation with regional governments and other institutions

Supervises, guides, and assists with routine program implementation matters, including fiscal management and program planning.

Supervises ongoing evaluation of projects, including the performance of project personnel, project appraisals and contractor performance reports. Evaluates audit report findings, recommends and participates in corrective action.

Knowledge required by the position:

Knowledge and demonstrated senior-level management experience in leading technical teams and overseeing office operations.

Expert knowledge and in-depth understanding of international relations and economic and political issues affecting less-developed countries, as well as an exceptional ability to utilize this knowledge. Sound judgment on technical and institutional issues, resulting in the ability to develop authoritative policy recommendations.

In-depth understanding of issues affecting foreign assistance programs, both bilateral and multilateral, as well as recognized internal decision-making structures, and the formulation of USG policies toward the EU, World Bank and other bilaterals.

Ability to serve in the capacity of a professional coach and mentor, sharing technical and management skills with others.

Ability to quickly spot new trends or problems concerning multilateral and bilateral foreign assistance, define their parameters, develop innovative conceptual approaches to consider them and make the necessary policy recommendations to deal with them.

Excellent conceptual abilities and capability to define USAID priorities in the most complex environment. Outstanding leadership, managerial and organization skills are required which are sufficient to direct, manage and advance multifaceted, comprehensive policy issues, including institutional and organizational issues.

Excellent communications skills, both oral and written, and the ability to create effective interpersonal and inter-institutional relationships is a vital attribute. Demonstrated ability to communicate and persuade across cultures on complex policy issues and technical matters is essential.

Period of Performance

This will be a two-year assignment (renewable), starting immediately.

Complexity

Policy questions and operational issues to be considered by the incumbent are diverse, complex and multifaceted. For the incumbent to succeed, s/he will need to be effective in operating in an environment that is extremely complex, uncertain, politically charged, and in flux. Often the incumbent will serve under extreme time constraints and pressure. Only a highly experienced, senior professional will have the ability to thrive in such an environment.

Personal Contacts

The incumbent will interact routinely with officials in USAID/Jamaica and USAID/Barbados, the Departments of State and Treasury, as well as other USG officials (such as the Departments of Defense and Labor, Peace Corps, CDC), Ministerial-level officials within eastern Caribbean countries, Caribbean regional representatives (such as the CARICOM, OECS) and donor representatives working in the Caribbean. Many of the incumbent's contacts with senior officials outside of USAID will be for the purpose of advancing Agency and U.S. policy positions. Interactions with senior officials of other donor organizations and counterpart institutions, including ministers, will be required during the Regional Framework strategy development phase and donor coordination exercise. The incumbent is expected to defend the Agency's views with such officials in both private conversations and meetings. The incumbent is also expected to possess strong negotiating skills and powers of persuasion, as well as the ability to facilitate agreement among parties and promote the resolution of issues prohibiting achievement of USAID's objectives for the Caribbean region.

Qualifications

In summary, extensive program management experience with USAID or similar senior management experience is required. Experience in strategy development and organizing strategic planning exercises is also required. Experience in the Latin America and Caribbean Region, is highly desirable. Excellent interpersonal, communication and analytical skills are required. Familiarity with USAID rules, regulations and systems is highly desirable.

Specifically:

1. A graduate degree in social science or public health and demonstrated broad technical knowledge and experience in health analysis and planning, and in the planning and management of programs in developing countries.
2. A minimum of ten years of experience managing international health development and/or HIV/AIDS programs.
3. Demonstrated leadership, analytical and managerial skills within the context of developing countries.
4. Working knowledge of USAID programming, process, documentation and business practices highly desirable.
5. Experience and knowledge of other donor programs and donor coordination processes in HIV/AIDS, such as the Global Fund process.
6. Extensive technical knowledge of current theory and practice of at least one of the following areas related to HIV/AIDS is required: (1) behavior change communications, (2) clinical care and treatment, and (3) monitoring and evaluation.
7. Demonstrated effective ability to analyze health policy, epidemiological trends and health service statistics and apply those findings to the strategic oversight of the Caribbean Regional Partnership Framework strategy and in the design and implementation of new policies and programs.
8. Excellent experience in managing teams and people.
9. Outstanding communication and interpersonal skills, flexibility, patience, and conflict / problem solving skills required.
10. Demonstrated success in managing complex office operations as well as demonstrated experience in being able to manage at a macro-level other technical areas outside of their normal assigned duties.

Evaluation Criteria

The following are the evaluation criteria that will be used to evaluate candidates.

1. Education and Other Academic Training (10 pts) - a graduate degree in social science or public health and demonstrated broad technical knowledge and experience in health analysis and planning, and in the planning and management of programs in developing countries.
2. Professional Experience (30 pts)
 - minimum of ten (10) years of working experience with USAID bilateral and centrally-funded health programs; prior work experience in the management of HIV/AIDS programs and other sexually transmitted diseases (STDS) is preferred;
 - Demonstrated leadership, analytical and managerial skills within the context of developing countries;
 - Working knowledge of USAID programming, process, documentation and business practices;
 - Experience and knowledge of other donor programs and donor coordination processes in HIV/AIDS, such as the Global Fund process;
3. Technical Skills (20 pts)
 - Technical knowledge of current theory and practice of at least one of the following areas related to HIV/AIDS is required: (1) behavior change communications, (2) clinical care and treatment, and (3) monitoring and evaluation;
 - demonstrated effective ability to analyze health policy, epidemiological trends and health service statistics and apply those findings to the strategic oversight of the Caribbean Regional Partnership Framework Program and in the design and implementation of new policies and programs.
4. Interpersonal, Team Management and Communication Skills (40 pts)
 - Excellent experience in managing teams and people;
 - Outstanding communication and interpersonal skills, flexibility, patience, and conflict / problem solving skills required;
 - Demonstrated success in managing complex office operations as well as demonstrated experience in being able to manage at a macro-level other technical areas outside of their normal assigned duties.

Applying

Qualified individuals are requested to submit:

1. A U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, <http://www.usaid.gov/forms> or at Federal agencies).
2. An updated CV
3. A statement of availability, how soon could you start?
4. Whether or not you currently hold a Security Clearance and the level of this clearance
5. Salary history for the last three years. If a Federal Employee or a PSC, please state the grade of your position.

All applications should be submitted electronically or via fax to:

Soraya Morillo

Procurement Supervisor
USAID/Dominican Republic

E-mail: smorillo@usaid.gov

Fax #: 809-221-0023

All applications should be received by the closing date and time previously specified. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

Benefits/Allowances

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below).

A. Benefits:

Employee's FICA contribution
Contribution toward Health and Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual and Sick Leave
Access to Embassy medical facilities and pouch mail service

B. Allowances (as applicable*):

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600)

- (7) Danger Pay (Section 650)
- (8) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

*Standardized Regulations (Government Civilians Foreign Areas).

USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusions.